

Cave Junction City Council Meeting
AGENDA
Monday, February 12, 2024 - 7:00 p.m.

Public Comment and Public Hearing Testimony: This meeting allows for virtual or written public comment. If a community member has a barrier which prevents them from participating, they should contact City staff at cityofcj@cavenet.com or by calling 541 592-2156 **no less than three business days prior to the meeting start time** to make arrangements to participate. Comments and testimony are limited to three minutes. **ZOOM VIDEO SESSION: ID: 852 6772 1995 PASSWORD: 167253**

Council Members: Council President, Jean Ann Miles, and Councilors Ethan Lane, Position #1; Tina Casey Jones, Position #2, and Jesse Dugas, Position #4.

1. COUNCIL UPDATE FROM PUBLIC WORKS
2. CONSENT AGENDA:
 - Minutes of previous meeting
 - Planning Updates
 - Park Use Request – None
 - OLCC Liquor License Recommendation – Hasco Stations, LLC (previously Texaco Station)
 - OLCC Liquor License Recommendation – Peach Rock Market
3. Council Liaison Reports
4. Public Comment
5. IV Library Renovation – Construction Contract Approval
6. Park & Recreation Commission Annual Update, John Miles, Chairperson
7. CJ KOA Final Inspection – Request for Change
8. Executive Session - ORS 192.660 (2)(b,f,h) {As/If Required}
9. COMMENTS:
 - a. City Recorder General Information:
 - b. Council Member Comments:
10. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the City Recorder's Office, Cave Junction City Hall, 222 Lister Street – PO Box 1396, Cave Junction, OR 97523 (Phone 541-592-4529) at least 72 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

On MONDAY, February 12, 2024 at 7 p.m. the Cave Junction City Council is scheduled to conduct a City Council Meeting at City Hall Chambers located at 222 Lister Street, Cave Junction, Oregon.

Public participation is possible through a ZOOM video platform: ID 852 6772 1995

Password: 167253

The Public is invited to attend the council meeting and will be provided an opportunity to share their comments. Public comments must be completed within a 3-minute time limit. Speakers are allowed one opportunity for comments per meeting. The public may also submit their public comment for this meeting by providing their comment in writing prior to 4:00pm on February 09, 2024. ALL WRITTEN PUBLIC COMMENT MAY BE DELIVERED TO THE DROP BOX AT CITY HALL OR EMAILED TO CJRECORDER@CITYOFCJ.COM. Please call (541) 592-2156 to confirm the city's receipt of your public comment. Comments received in writing will be provided to the council prior to the council meeting and will be made a part of the permanent record.

The agenda for this meeting may include, but is not limited to, the following: Public Works Update for Council; Consent Agenda to include Minutes, Planning Updates and OLCC Liquor License Recommendation for Hasco Stations, LLC & Peach Rock Market; Council Liaison Reports; Public Comments; IV Library Renovation Construction Contract Approval; Parks & Rec Annual Update; Executive Session - ORS 192.660 (2)(b,f,h) {As/If Required}; Comments: General Information; Council Member Comments. Adjournment

Published: 02/07/2024

The City Council will be conducting a City Council Meeting on MONDAY, 02/12/2024 at 7:00pm.

The meeting will be held at the City Hall Chambers located at 222 Lister Street, Cave Junction, Oregon

The meeting is also available to the public via a ZOOM platform.

ID: 852 6772 1995 Password: 167253

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PUBLIC WORKS UPDATES FOR CITY COUNCIL:

Alex Ponder, Public Works Director

CITY OF CAVE JUNCTION

Public Works Report to Council



Community Development

Parks Division: With all the rain we have received this past month it has been difficult for contractors to find a break in the weather to work on the splash pad. However, this next week looks like we may see a slight break and with that break we have a scheduled concrete pour date for February 13th.

*Building on the past, constructing
for the future, with Public Works*

ALEX PONDER

Public Works Director

Feel free to contact me with
any questions.

Phone: 541-787-7902

Email:

alex.ponder@cavejunctionoregon.us



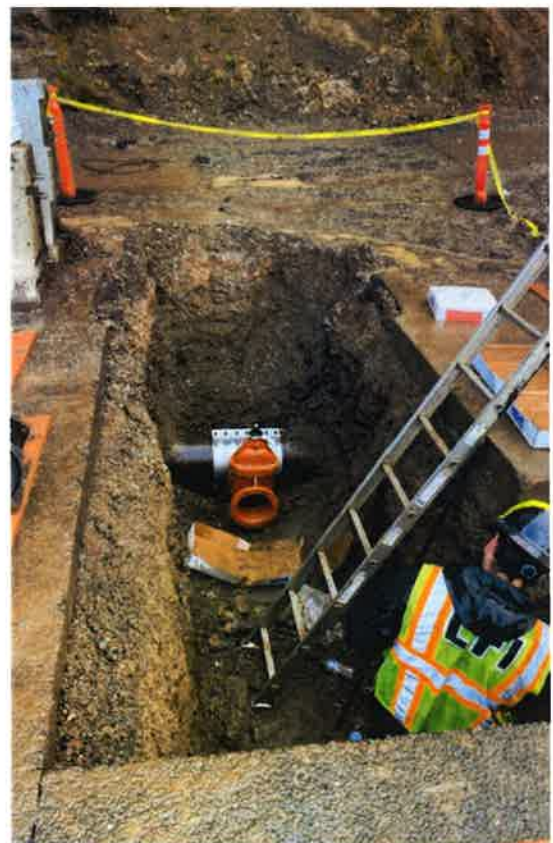
Community Development

Downtown Beautification: The City has joined forces with Main Street CJ, by helping install new bike racks at different locations along main street. Currently two have been installed; the first between the IV News and Carlo's Restaurante and the second in the front of The Replay. More racks will be installed as locations are identified.



Public Works

Distribution: Contractors continue to make progress on the Rockydale Well Restoration Project. You may have seen them working on either side of the bridge this past month. They have been running two separate waterlines under the bridge and tying into existing lines on the north and south sides of the bridge. As of writing this report the east raw waterline was installed and connected on both ends and the west potable waterline was under construction with tie-ins ready to be made on both ends of the bridge.



Public Works

Distribution:

SDC Crew replaced a fire hydrant that had been broken off during a car accident earlier in the year. We use a “dry barrel” hydrant. Which means when the valve on the hydrant is shut the water drains out of it. A dry barrel hydrant is designed to breakaway from the lower barrel during a collision, and since there is no water in the lower barrel there is no water fountain, like you would see in the movies. In this case everything worked as designed and no water was lost.



Public Works

Distribution: Progress came to a halt on the Bulk Water Station the first part of December. As the contractors on the project began building the road around the property that will become the future driveway for the bulk station they ran into a soil compaction problem along the northern side.

Update: After consultation with a Geotechnical Engineer a plan has been devised by Civil West Engineering and the Geotech to bridge the soil compaction issues. With this new plan contractors will be mobilizing back onsite next week to continue construction.



Public Works

Collections: The Collections crew has begun its annual videoing of the City's approximate 14.5 miles of sewer mainlines. The system is divided into 12 Basins (A-L) and typically we try and get 3-4 basins videoed every year. The state requires that we camera the entire system every 5 years. With this schedule we are able to meet requirements in a timely manner. While videoing, collections staff will look for anything out of the ordinary. Which can include, cracks in pipe, separated joints, poor construction, root intrusion, foreign objects, etc. When these things are found they are documented and based on severity of the problem either fixed immediately or scheduled for a more practical date.

Update: The camera crew has completed Basins E, F, G, and is working on Basin L.



Public Works

Water Restoration Plant:

Treatment operators worked along side the SDC crew to pull a raged up Return Activated Sludge (RAS) Pump. This is a fairly common procedure, generally caused by the public flushing “non-flushable” wipes down the toilet. All wipes are “non-flushable” even the ones that are labeled “flushable”. After the team removed the blockage, cleaned the pump, and connected a new extraction chain the pump was set back in the well and put back online.



Public Works

Fleet: The Public Works Department took possession of the City's new Cat 308 Excavator last week. With it came three buckets, an auger with three bits, a plate compactor, and a brush rake. This excavator will replace our aging and well used machine.



Consent Agenda:

- **Minutes of Meeting**
- **Planning Updates**
- **Park Use Requests – None**
- **Liquor License Review/Recommendations:**
Peach Rock Market
Hasco Stations, LLC (previously 76 Station)

**CAVE JUNCTION CITY COUNCIL MEETING
MINUTES
January 08, 2024**

Council met in the Chamber at City Hall

ATTENDING MEMBERS: Meadow Martell, Mayor and Council Members, Council Position 1 Ethan Lane, Council Position 2 - Tina Casey Jones (zoom), and Council Position 3, Jean Ann Miles. City Recorder Becky Patton was present. Councilor Dugas was excused due to illness.

Meeting was available via ZOOM Video Platform: ID: 835 1192 8199 Password: 076908

The Mayor opened the meeting with the pledge of allegiance at 7:00PM.
The expected meeting protocol was briefed by the Mayor before starting the agenda.

1. STATE OF THE CITY ADDRESS – Meadow Martell

A copy of the Mayor's address is attached to these minutes for reference.

2. The Public Works Director, Alex Ponder provided a power point for the agenda packet and briefly covered the items referenced in his update.

Questions from the Council:

Councilor Lane: On the video taken of the sewer lines, is that process included in the budget? Alex responded that there are some capital improvement projects on the shelf; for the most part this is part of the I&I project (inflow & infiltration) which shows the mainline breaks, but we don't have a lot of issues with I&I. So far, the camera project is not identifying many problems. We note any issues that we do fine but overall, we are in good shape.

Councilor Miles: Had some interesting thoughts when she saw the camera trailer on their street. She expressed her appreciation for the public works crew and all the work they do.

Mayor Martell: On the Rockydale Well project, are we running a water line to the Forks State Park? Alex confirmed that drinking water is being taken back across the bridge. There is a Y there and it's been stubbed out right to the State Park's property line. The Park is responsible for running, testing, and maintaining their line from our water line.

Also provided in the agenda packet was a cooperative purchase agreement provided by Sourcewell & Caterpillar, and a copy of the City's procurement procedures. Alex made a request that the Council accept the purchase agreement and approve the purchase of a Caterpillar Mini Excavator (308 CR) for \$195,891.85.

Councilor Lane made a motion to approve acceptance of the purchase agreement and purchase of the Caterpillar Mini Excavator for \$19,891.85. Councilor Miles seconded the motion.

Councilor Lane stated that this purchase looks like it is considerably under what was budgeted for and asked if the crew was able to purchase exactly what they were looking for. Alex responded that we use the excavator for 90% of the projects we do. We use it as a crane, to dig ditches, it's used on all of the pipe jobs; we use it for brushing jobs; it is truly our most used piece of equipment. The excavator we have now was built in 1993, a grey market equipment built in a foreign country

as a CAT product. You can't purchase parts for it and it has a ton of hours on it and needs an undercarriage replacement which would cost \$12,000 - \$15,000 more than the machine is worth.

Called to Vote:

Council Position 1 – aye; Council Position 2 – aye; Council Position 3 – aye; Mayor – aye.

Motion to authorize purchasing the CAT excavator passes 4 – 0.

3. CONSENT AGENDA:

Minutes of Previous Meeting

Planning Updates - None

Park Use Requested(s): IV Little League Requested to Use amplified sound during their opening ceremony and their closing ceremony while renting the field and snack shack for season 2024, Feb 02 through June 20.

Councilor Miles made a motion to approve the consent agenda. Councilor Lane seconded the motion.

Discussion:

Councilor Miles shared her concerns that the application did not seem complete. The City Recorder stated that they had completed an application and contract. The Recorder brought the request to use amplified sound to the agenda because she knew that it was necessary.

Called to Vote:

Council Position 1 – aye; Council Position 2 – aye; Council Position 4 – aye; Mayor votes aye.

Motion to approve the consent agenda passes 4 – 0

4. COUNCIL LIAISON REPORTS

Teresa Stover, IV Library Renovation Project: Teresa provided a written update and followed up by explaining that the Library had sent out requests for a general contractor. In December it went out to bid and bids were opened on December 21st. Two bids were received. The lowest apparent bidder was Ausland. Contract negotiations have begun. A few updates to the contract will be completed followed by an internal review and the next step will be to bring it to the City for legal review and then come to the City Council for review and approval. After approval we can set the start date for construction which is expected to take 9 months or less. The Environmental Assessment is being completed and finalized and then will go out for public comment.

Councilor Miles commented that she was impressed with the Library Team's level of professionalism considering the recent challenges thrown at them and Miles stated that the City is proud to be associated with the Library Team.

Mayor Martell commented that she attends the library meetings and is impressed with the level of commitment by this district. There is a plan for when the library is closed so that people will have access to books still which reflects the amount of work they have put into this process to make it work as smoothly as possible.

Councilor Lane: Most meetings were cancelled or combined due to the holidays. IVFD meeting this afternoon was short, sweet and to the point. Lane expressed that building a relationship with the Fire District is important and we should be a part of their process as much as possible.

Councilor Jones: Attended by zoom the Parks & Recreation Commission meeting last week. She asked either John or Jean Ann Miles to fill in. Councilor Miles added that she is a member at these meetings, Tina is a liaison. The meeting consisted of some strategic planning for 2024 which included having a strategic plan for the layout of the park, once we are done with the spray pad is

vital. John Miles has created a magnetic board/map of the park so that they can get public input on their ideas for placement of various courts, bathrooms, etc., and what they would like to see in the park beyond what we already have planned. John shared the board with the meeting. A public meeting will be held this month for the public to contribute their thoughts. John added that if the entire council wants to attend at one time, we'd do it in the form of a workshop and would need to notice this meeting. The meeting will be held on the 22nd. Flyers will go out to announce this.

5. PUBLIC COMMENT

No written public comments were received.

No public comment was made.

6. Ordinance 602 – An Ordinance to Amend the Cave Junction Municipal Code, Title 17, Chapter 32, Section 040 to Update the Sign Requirements – 2nd reading of 2 readings.

The Mayor introduced the purpose of the Ordinance.

The City Recorder read Ordinance 602 in full and by title.

Councilor Miles made a motion to adopt Ordinance 602. Councilor Lane seconded the motion.

Discussion:

Councilor Lane asked about the size referenced for the sandwich boards and wondered if this size restriction should be amended.

The City Recorder will confirm what a standard sandwich board dimension is and update the ordinance. Rick Derringer was asked to comment on the size and stated that the insert that is attached to the boards is 3' tall.

Councilor Miles asked what an A-Frame sign as compared to a sandwich board. Councilor Lane responded that he has two on his property and they come in fairly standard sizes, they are usually made in plastic and have different ways to be secured. It was determined that they are similar but can be different.

Miles also suggested that "Metro designated open spaces" be removed from Section 4. K. (4). This will be stricken.

Called to Vote:

Council Position 1 – aye; Council Position 2 – aye; Council Position 4 – aye; Mayor votes aye.

Motion to adopt Ordinance 602 with discussed changes passes 4 – 0

7. Executive Session – ORS 192.660 (2)(b,f,h) {As/If Required}

8. COMMENTS:

City Recorder: City Hall closures this month includes January 15th, Martin Luther King Day and City Hall will close at 3:00pm on Wednesday, January 31st which is the last business day of the month. The MOU project update included: Painting portion of the downtown beautification project continues to move forward. Three businesses: IV News, 131 N Redwood Hwy, & Big Foot Print Shop have been award funds for painting their businesses. The Replay just completed an application and will be painted soon. Applications are available here at the City.

Councilor Lane: Happy New Year. He is excited and motivated.

Councilor Miles: Shared that she is excited to be a part of the Parks Commission because she likes the idea of planning things in advance. She suggested that the City set some goals for 2024. She is frustrated that we don't have much citizen input and wishes we had more. After being so sick for the last few months, Councilor Miles advised everyone to be safe.

Jean Ann's Gem:

Just remember, everything is figureoutable.

Monique Allen had sent a chat during public comment that was not seen. She was allowed to comment now for Item #5.

Monique Allen: This Friday, January 12th, 6:00 – 8:00pm at Wild River, the Illinois Valley Chamber of Commerce Annual Membership Meeting will occur.

Mayor's Comments:

Thanked the community. She shared that she thinks we should be thankful and proud. She also shared that she will be traveling next month for about 2 months. The Council President will act as Mayor Pro Tem during her absence.

9. **ADJOURNMENT:** Meeting adjourned at 7:54 PM

Signed: _____
MEADOW MARTELL, Mayor

Attest: _____
REBECCA PATTON, Recorder

Activity Report - by Permit Issue Date

For the period: 1/1/2024 to 1/31/2024

Residential

Cave Junction

1/23/2024	FP-2025-20240	Fence Permit-Mills
132 N Caves Ave		Fence Permit

Zoning

Cave Junction

1/23/2024	FP-2026-20240	Fence Permit-Mills
138 N Caves Ave		

Total count for all permits 2

Activity Report - by Permit Completed Date

For the period: 1/1/2024 to 1/31/2024

Zoning

Cave Junction

3/24/2022	ZP-5216-20220	Zoning Clearance Major-Muhlnickle
122 Carbernet Circle		39-08-20 TL 115

Total Permits for Cave Junction 1

Total for 1

Total count for all permits 1



OREGON LIQUOR & CANNABIS COMMISSION
LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
 - If the premises street address is within a city’s limits, the local government is the city.
 - If the premises street address is not within a city’s limits, the local government is the county.
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ALL forms and documents must be a PDF attachment

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5. **Do not include any license fees with your application packet** (fees will be collected at a later time).
When it’s time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - Please see the general definitions of the license request options below:

- **New Outlet**: The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership**: The request to completely change the licensee of record at a licensed business.
- **Greater Privilege**: The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege**: The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review [OAR 845-006-0301](#) for the definitions of “applicant” and “licensee” and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the Authorized Representative..... and submit with the application.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet | Change of Ownership | Greater Privilege | Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: _____

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

MEADOW MARTELL _____

Printed Name

_____ Date

Signature

Trade Name Peach Rock Market

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Joshua A. Weber	Name of entity or individual applicant #2: Brianna C. Bruce
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): Peach Rock Market		
Premises street address (The physical location of the business and where the liquor license will be posted): 103 N Redwood Hwy Ste D		
City: Cave Junction	Zip Code: 97523	County: Josephine
Business phone number: 458.592.0000	Business email: PeachRockFarm@gmail.com	
Business mailing address (where we will send any items by mail as described in <u>OAR 845-004-0065[1]</u>): P.O. Box 529		
City: Williams	State: OR	Zip Code: 97544
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: Josh Weber	
Phone number: 541 951 7969	Email: greenpathlandscape@gmail.com

LIQUOR LICENSE APPLICATION

Page 3 of 4

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

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If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Joshua A. Weber

Applicant name

Josh Weber

Signature

1/16/24

Date

Brianna C. Brusio

Applicant name

Brianna Brusio

Signature

01/16/2024

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.



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For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- [New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Additional Privilege](#)

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Brewery-Public House

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- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT

After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

CITY OF LAKE JUNCTION

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

MEADOW MARTELL

Printed Name

Date

Signature

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Hasco Stations, LLC	Name of entity or individual applicant #2: Hasco Stations
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): #8031		
Premises street address (The physical location of the business and where the liquor license will be posted): 112 S. Redwood Hwy		
City: Cave Junction	Zip Code: 97523	County: Josephine
Business phone number: 714-761-5426	Business email: m.haris@hasoil.com	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): 112 S. Redwood Hwy		
City: Cave Junction	State: OR	Zip Code: 97523
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: Moe Harris	
Phone number: 714-761-5426	Email: M.haris@hasoil.com

LIQUOR LICENSE APPLICATION

Page 3 of 4

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Dakota Pederson

Dakota Pederson

12/27/23

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant name

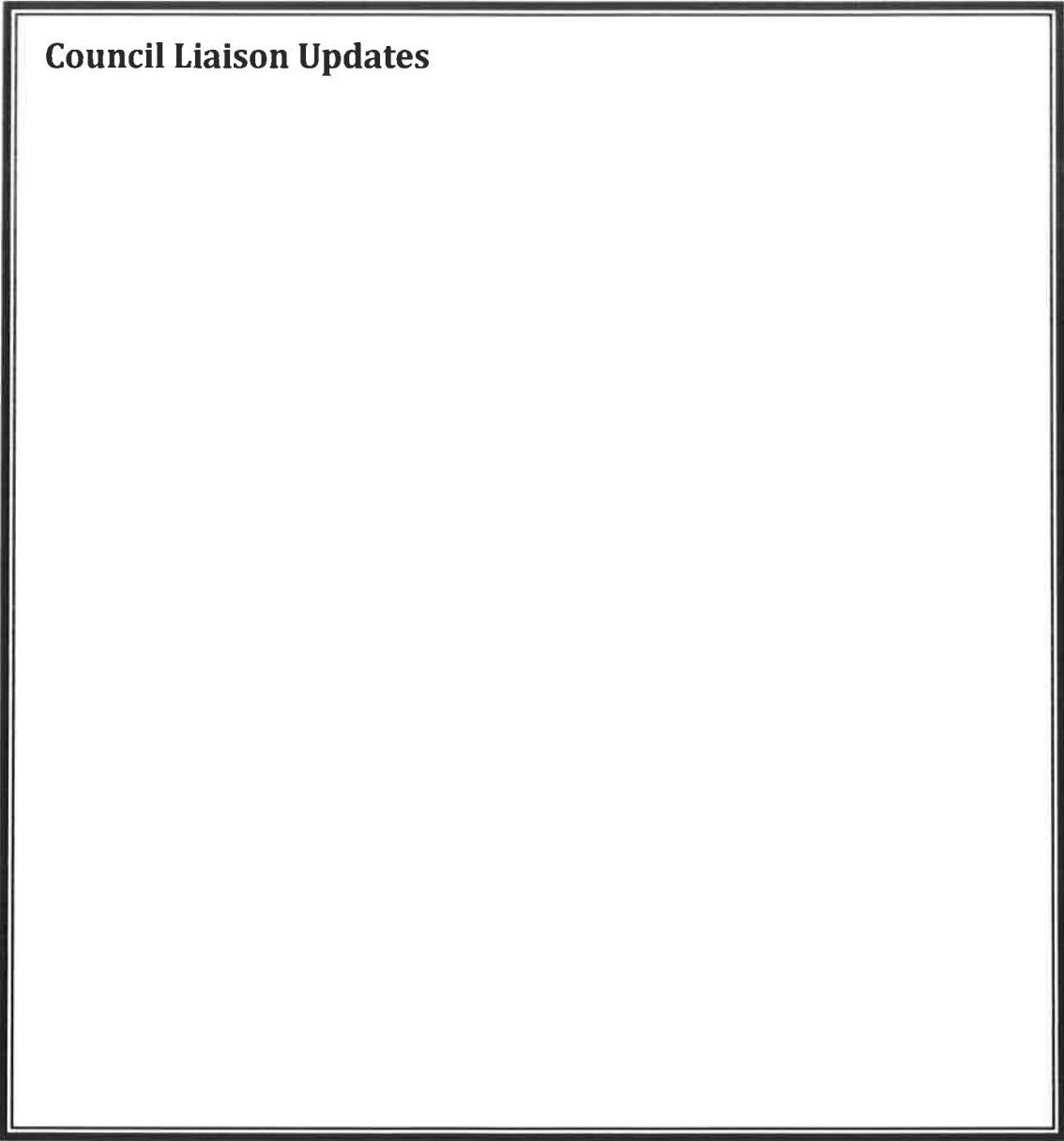
Signature

Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

Council Liaison Updates



TO: Jean Ann Miles and Rebecca Patton, City of Cave Junction
Kate Lasky, Rebecca Stoltz, Josephine Community Library
FROM: Teresa Stover, library block grant administrator
SUBJECT: Illinois Valley Library Renovation Status Report
DATE: February 6, 2024

In partnership with Josephine Community Library District and Josephine Community Library Foundation, the City of Cave Junction is renovating the Illinois Valley Library, located at 209 W. Palmer in Cave Junction. The renovation will expand the 4,264-square-foot library to 6,094 square feet, including a new 1,788-square-foot community meeting space with a demonstration kitchen, an early learning center with a maker space, and an outdoor learning area set up for science, technology, engineering, arts, and math (STEAM) programs. See more information at <https://jclfoundation.org/illinois-valley>.

Current and upcoming milestones

- **Procurement.**
 - The city/library/ZCS team held an informal kickoff meeting with Ausland Builders on January 8.
 - The contract has been reviewed and approved by City of Cave Junction legal and Business Oregon. Library insurance requirements are under review. The contract will then go to the Cave Junction Common Council. After contract approval and execution, the preconstruction meeting will be held and a construction start date set. Construction is expected to take seven to nine months.
- **Architectural design and engineering.**
 - Josephine County has approved the building permit. The revised drawing set has been submitted to Josephine County and the City of Cave Junction.
- **Environmental Assessment.**
 - Responding to the first review by Business Oregon in November, additional documentation was added to the Environmental Review Record (ERR). The revised ERR was submitted to Business Oregon on January 24 for second review. Additional changes have been requested before the ERR can be published. These changes will be submitted to Business Oregon this week.
 - The Environmental Review Record (ERR) includes determinations, compliance findings, and scores on 20 required elements and sections. After ERR approval by Business Oregon, it will be available for public review for 15 days. Then it will be submitted, along with the Request for Release of Funds to Business Oregon for another 15-day public review. At this point, construction funding can be released.
- **Finance.** Business Oregon continues to reimburse for budgeted expenses against the block grant. A grant expenditure extension has been conditionally approved by Business Oregon for the block grant and has been approved by the Oregon Department of Administrative Services (DAS) for the Oregon ARPA grant.

Project funding

The renovation is being funded by a \$1.5 million federal Community Development Block Grant (CDBG) awarded by the U.S. Department of Housing and Urban Development (HUD) to the City of Cave Junction and administered by Business Oregon. Also funding this project are the community crowdfund and grants to the library foundation from the Carpenter Foundation, Reser Family Foundation, and American Rescue Plan Act (ARPA) via the Oregon State Legislature.

PUBLIC COMMENTS

Citizens will be given an opportunity to speak during the meeting for public comment.

Each speaker will be allowed 3 minutes to share their comments. Speakers are allowed one opportunity only to speak during public comment.

Comments can also be emailed to cjrecorder@cityofcj.com or can be submitted through the city's website at cavejunctionoregon.us.

It is suggested that citizens who wish to submit written comments call (541) 592-2156 to confirm the Recorder's receipt of their written comments.

Written comments must be received by the City Recorder no later than 5 days before the council meeting and will be made a part of the permanent record.

IV Library Renovation - Construction Contract Review

This item has been continued to the March meeting.

Parks & Recreation Commission Annual Update

Summary provided by Chair, John Miles.

Cave Junction Parks and Recreation Commission

Summary of 2023 meetings

January 12 - Updated by-laws to reflect reality of composition of commission, change order of meetings, and clean up wording. Sent to the city council for approval. Discussed Old Stage Park development, continuing discussion about Jubilee ballfield, parking, restrooms, and spray pad. Began discussion of moving historical marker from 425 S Junction.

February 2 - Discussed plans for outreach to community for input on park plans. Master plan is 6 years old and may need updating. Set priorities for the year. 1, playground and splashpad. 2, restrooms. 3, ballfield placement and construction. 4, Old Stage Park. Future projects will come from further community input. Discussed grant options.

March 2 – Discussed in detail veterans monument project. Further discussion of grants. Discussion of shade structures for playground and spraypad area, applied for grant from AARP, which was turned down.

April 6 – Discussed Old Stage Park, applying for planning grant. We applied but have two outstanding grants (Spraypad and playground access) so are not eligible until those are completed. Mark Seligman made a presentation about pickleball. Discussed some Skatepark issues.

May 4 – Civil West is working on spraypad design, discussed a couple of alternatives they provided. None were what we wanted, so they will keep working on it with our input. Becky applied for a grant from the 4-Way Foundation for splashpad fencing, which we got. Alex reported on quarterly safety inspections. Approved clean-up project at Old Stage Park.

June 8 – Update on spraypad financials and layout. Had to reduce size to come in within the available budget. Discussed flagpole and Veteran's Memorial Plaza and dedication ceremony. Received and discussed report of problems with little league kids climbing into Rock n Soil's property to retrieve balls.

August 3 - Discussed bids for spraypad. Recommended Harvey's Construction to City Council. Also discussed order of operations to coordinate the various projects in that area – splashpad, playground expansion, playground surfacing. Planned groundbreaking ceremony.

September 21 – Worked on details of Veteran's Memorial Dedication. The subject of using Old Stage Park as an RV Park was discussed. The Commission was vehemently against the idea due to past community input, the cost of bringing utilities, and historical usage. Discussed needed specifications for restrooms. Will need to determine locations first.

October 5 – Harvey gave update on spraypad construction progress. Problem with grades. Alex and Harvey worked out a solution. He will leave one section of concrete out so we can have kids put handprints in it at a later date, possibly at grand opening. Further refinement of Veteran's Memorial dedication.

November 2 – Spraypad above ground features have been ordered. Placing of cushioned surface in playground extension must wait for a couple of weeks of good weather. Discussed park layout plan.

CJ KOA Final Inspection & Request for Change



**Public
Works
Department**

Streets
Distribution
Collections & Storm Water
Parks
Water Restoration Plant
Water Treatment Plant

City Hall
222 Lister Street
Cave Junction, OR 97523
Ph: (541) 592-2156

• **MEMORANDUM** •

TO DEVELOPMENT REVIEW FILE	DATE 02/02/2024	JOB CJ KOA
	ATTN Project Manager	
	RE CJ KOA – Final Inspection for the City of Cave Junction, 25401 Redwood Hwy.	

A final inspection for the Cave Junction KOA took place on 02/01/2024.

- The City's piping, devices, and connections for the water and sewer are approved.
 - o All water and sewer utility line locations to be updated and as-builts provided.
 - Following completion of construction, the Applicant's Engineer shall submit (with the As-Built drawings) a letter certifying completion. The letter shall certify that the work was conducted in accordance with the approved plans and specifications and that the site and adjacent properties are stable with respect to settlement and subsidence, sloughing of cut and fill slopes, and proper erosion control measures have been placed.
- The inspection did find some compliance issues per the Conditions of Approval granted September 26, 2022, Phase I.
 - o Per Surfacing Plan, Item A, Sheet C4.0, Asphalt Paving Area has not been paved in full. (Approx: 25,581 sq.ft.)
 - o Per Surfacing Plan, Item D, Sheet C4.0, Concrete Picnic Table Pads have not been installed. (Approx: 20,360 sq.ft.)
- The following items have not been completed/installed:
 - o Proposed permanent tenant sign at entrance to park.
 - o Landscaping at each site.
 - o Firepits at each site.
 - o Picnic tables at each site.
 - o Secured trash/recycling enclosure.
 - o Fenced dog park.
 - o Surfaced walk path.
 - o 25 parking spaces (in addition to those included with RV spaces)
 - Cave Junction City Code 17.32.020 Parking Requirements
(D.-2.) On parking lots having five or more parking spaces, such spaces shall be clearly marked in a permanent manner.
(D.-4.) All parking areas, except those required in conjunction with residential use, shall provide a substantial bumper which will prevent cars from encroaching on abutting private and public property.
- Applicant must provide written approval from IV Fire Department approving ingress and egress exception as well as approval for propane storage plan including type of approved barricade.
- Applicant must provide a copy of Josephine County Certificate of Occupancy.

Name: Alex Ponder
Title: Public Works Director
Date: 02/05/2024

City of Cave Junction - 222 W. Lister St / PO Box 1396
Zoning Clearance Minor/Major – Permit

NOTICE TO APPLICANT: Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon. Failure to provide complete and/or accurate information may result in delay or denial of your request.**

Permit

No. _____
 Applicant: Brian Westerhout (Ron Grimes Architects) Phone: (541) 772-3000
 Mailing Address: 14 North Central Avenue, Suite 106, Medford, Oregon 97501
 Property Owner (if different from applicant) Fields Living Trust Consent Attached: Yes - No
 Owners Address PO Box 128, Murphy, Oregon 97533 Phone: _____
 Property Location: 25401 Redwood Hwy, Cave Junction, OR 97523 Zoned: Commercial
 Assessors Map: 39 08 16 Tax Lot: 807 Sq. Footage: 415,126.80 sf

Development Request Modification request for Cave Junction RV Resort Inc. Modification is for the change in completion date of paving along front of site near entrance and the concrete slabs at the 7 deluxe spaces at end of rows (see attached explanation, revised site plan and completion timeline)

Square footage of structures: Proposed: _____ Existing: _____ Total Bedrooms _____ Total Bath _____

Water Source(s) _____ Sewage Disposal _____ (Discharge of RV dumps into sewer is not allowed)

Access: City Street Private Street County Road State Highway

Chemicals or substance to be used on property? Yes No

Flood hazard area? Yes No **If yes, provide an Elevation Certificate**

Will there be electrical and/or plumbing changes or additions? Yes No

Submit 8 1/2" x 11" site plan & include the following:

- Scale of site plan North Arrow Parcel Dimensions
- Location, dimensions, heights & square footage of structures (existing & proposed).
- Setbacks (from structures to property lines, utilities, creeks)
- Location of street & driveway access Location of existing and proposed utilities
- Grading & slopes of the site with particular attention to controlling storm drainage.
- Location of drainage ditches and waterways
- Location and height of fences and walls
- Landscaping and locations of irrigation system.
- Location dimensions & uses for all existing & proposed easements on and/or serving the parcel.

Include for Commercial and Multi-Family Development:

- Location & dimensions of off-street parking spaces, handicapped parking and loading zones
- Points of entry & exit for motor vehicles & internal circulation pattern.
- Location & size of all exterior signs & outdoor advertising, both building mounted/independent structures.
- Indications of proposed uses of building on the site.
- Location of lighting on all structures.
- Design and Architectural Standards as required in Chapter 17.28.
- Any other architectural or engineering data as may be required to permit necessary findings that the provisions of the Zoning Ordinance and State laws are complied with.

Additional fees will be charged for reviews by professional planners and/or engineer

*A building permit may be required from the Department of Building and Safety. Access or environmental permits may be required from other county, state or federal agencies.

I hereby certify that the contents of this application are correct and do assume responsibility for all applicable laws, ordinances, codes and agree to comply with the condition of this permit.

Applicant Signature:  Date 02/10/2024

\$ 600⁻ Recpt# 42186 C/ck 1010 Date Paid 2/09/24

PLANNING USE ONLY:

Lot Square Footage: _____
X 50% Lot Coverage _____ (SFR - Structures Allowed)
Proposed Structure Sq. Ft _____
Total Sq. Ft. of all Structures _____
Available Sq. Ft. for Future _____
Setbacks Required: Front (20ft) _____ Side (5ft) _____ Side (5ft) _____ Rear (10ft) _____
Parking Spaces _____ Required _____ Available _____
Flood Zone _____ Sidewalk(s) _____ Easements _____ AFD? _____
Comments: _____

PUBLIC WORKS USE:

Commercial _____ EG/LI _____ MFR _____ SFR _____ Public _____
Setbacks: Front _____ Side _____ Side _____ Rear _____
Parking Spaces Proposed _____ Parking Spaces Required _____
Design Standards _____
Water Connection: Existing: _____ Proposed: _____ Location: _____
Sewer Connection: Existing: _____ Proposed: _____ Location: _____
Drainage: _____
Backflow prevention device required: Well: __yes__ __no__ Irrigation/Sprinkler system: __yes__ __no__
Grease Trap: __yes__ __no__ _____
Easement _____
Improvement agreement _____
Driveway culvert _____ Driveway apron _____ Sidewalk(s) _____
Additional Comments: _____

Conditions of Approval: 1) All builders shall install a silt barrier along the full front property line. Barrier must be between the sidewalk and lot grade; 2) All equipment shall be unloaded and loaded on the construction site; 3) Driveway must conform to *Municipal Code 12.08.040 A - E*

Additional Final for Manufactured Home:	1) Placement 16 inches above grade:	Yes	No
	2) Size over 1,000 sq. ft:	Yes	No
	3) Roof pitch 14°:	Yes	No
	4) Res. Building Materials:	Yes	No
	5) Garage/Carport Required:	Yes	No

Initial site check date: _____ **By:** _____

Initial Approval by: _____ **Date:** _____

Fax copy to Building and Safety _____ **Update Local and Tax Lot** _____

Final City inspection date _____ **By:** _____

Final Approval date _____ **By:** _____

THIS PERMIT WILL EXPIRE ONE YEAR AFTER ISSUANCE
Contact City Hall after final inspection by the Building & Safety Department.

Property Owner Authorization Form

I, Heidi DeRoule / Cave Junction RV Resort Inc. (property owner), have authorized Ron Grimes Architects pc / Brian Westerhout (authorized representative) to act as my agent in performing the activities necessary to obtain services and permits provided by Cave Junction and Josephine County Planning Division, On-Site Sanitation Division, Building Division and Public Works. I agree that any costs not satisfied by the Authorized Representative are my responsibility.


Property Identification:

Property Address 25401 Redwood Hwy, Cave Junction, OR 97523
Township 39S Range 08W Section 16 Tax Lot (s) # 807, # _____


Project Description:

New 63 space RV Park Resort on 9.53 acres located at 25401 Redwood Highway. The park will include a park model store/check in office (future 1200 sf permanent structure), maintenance shop, two shower buildings, 4 "Glamping" yurts/cabins, 3 tent sites, pedestrian pathway, dog park and amenities.

Property Owner:

Printed Name: Cave Junction RV Resort Inc Phone: _____
Address: PO Box 3925 City, State, Zip: Central Point, OR 97502
E-mail (optional) _____
Signature of Owner  Date 1/20/2003
Witness Signature _____ Date _____

Authorized Representative:

Relationship to Owner: Ron Grimes Architects / Brian Westerhout
Printed Name: Brian Westerhout Phone: (541)772-3000
Address: 14 North Central Avenue City, State, Zip: 97501
E-mail (optional) brian@gwearch.com
Signature of Authorized Representative: 



Mr. Alex Ponder
City of Cave Junction Public Works Department.

9 February, 2024

Dear Alex,
Thank you for your inspection conducted February 1, 2024.

We have prepared the following plan for project completion and resolution of each item on your punch list with a goal of initially opening for business on March 1 2024. Unfortunately, mostly due to wet weather, we have had to re-allocate some financial resources, resulting in the Compliance Issues you have identified and our request to move the Phase 1 paving into Phase 2.

- a. The project has required additional earthwork and materials (crushed rock, electrical conduit, etc.), mostly due to the excessive rain, resulting in overruns. The materials we have used make us ready for future paving, but cost overruns make paving prohibitive right now – Additionally, current wet weather conditions are not conducive to paving.
- b. We've made gravel pads for the picnic/fire pit areas, which are highly suitable for campers. Again, cost overruns make concrete prohibitive right now. As we complete the landscaping and install the picnic tables and fire pits, the sites will be attractive. Moving the concrete pads, but limiting concrete to the deluxe sites only, into a future phase is a practical solution.

As for the items listed as not complete, they are in progress and/or easy to address, but we have been slowed down by the excessive rain over the past couple of months. Weather permitting, we can meet the schedule we are proposing below.

1. Our engineering team is working on the As Built Drawings. We anticipate completion by the end of March.
2. Asphalt Paving Area. Due to weather conditions and financing, we would like to move the Phase One Asphalt into Phase 2.
3. We have noticed that many high quality RV Parks do not have concrete picnic table pads and that gravel and/or decomposed granite makes for a very suitable surfacing material around the picnic tables and the fire pits. Accordingly, we would like to re-allocate those resources to other expenses with a higher impact on customer satisfaction by installing concrete or paver surfacing for picnic / fire pits only at the 7 Deluxe Sites indicated on the drawings.
4. Contingent upon approval of the sign permits, we expect the permanent sign to be installed by April 1 2024.
5. The landscaping at each site has been delayed by the weather, we expect that it will be completed by the end of February 2024.
6. Firepits will be installed by the end of February 2024.
7. Picnic Tables will be set up by the end of February 2024.
8. The secured trash / recycling enclosure will be completed by the end of February 2024.
9. The fenced dog park will be completed by the end of February 2024.
10. The surfaced walk path will be completed by the end of February 2024.
11. We have ordered concrete parking bumpers to be installed at each designated parking space. These will be in place by the end of February 2024.
12. The IV Fire Department has approved the ingress / egress. Bollards or other means approved by the IV Fire Department will be in place to protect the propane storage areas by the end of February 2024.

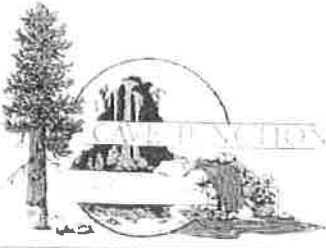
13. Our contractor expects to have a Certificate of Occupancy in hand from Frank at Josephine County Building by the end of February 2024.

Respectfully Submitted,

Ron Grimes Architects pc

A handwritten signature in black ink, appearing to read 'BW', is written above a horizontal line.

Brian Westerhout, Principal Architect



**Public
Works
Department**

Streets
Distribution
Collections & Storm Water
Parks
Water Restoration Plant
Water Treatment Plant

City Hall
222 Lister Street
Cave Junction, OR 97523
Ph: (541) 592-2156

• MEMORANDUM •

TO DEVELOPMENT REVIEW FILE	DATE 02/05/2024	JOB CJ KOA
	ATTN Project Manager	
	RE CJ KOA – Inspection by the City of Cave Junction, 25401 Redwood Hwy.	

A final inspection for the Cave Junction KOA took place on 02/01/2024.

- The City’s piping, devices, and connections for the water and sewer are approved.
 - o All water and sewer utility line locations to be updated and as-builts provided.
 - Following completion of construction, the Applicant’s Engineer shall submit (with the As-Built drawings) a letter certifying completion. The letter shall certify that the work was conducted in accordance with the approved plans and specifications and that the site and adjacent properties are stable with respect to settlement and subsidence, sloughing of cut and fill slopes, and proper erosion control measures have been placed.
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 - o 25 parking spaces (in addition to those included with RV spaces)
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(D.-4.) All parking areas, except those required in conjunction with residential use, shall provide a substantial bumper which will prevent cars from encroaching on abutting private and public property.
- Applicant must provide written approval from IV Fire Department approving ingress and egress exception as well as approval for propane storage plan including type of approved barricade.
- Applicant must provide a copy of Josephine County Certificate of Occupancy.

Until the compliance issues listed are completed, any request for a City of Cave Junction Business License is hereby denied based on the following:

Page three of the Site Plan Review states:

B. The following shall be accomplished before a business license is issued and prior to the RV Park Opening for operation:

1. All site plan improvements shall be completed and inspected by City Public Works as indicated in submitted site plans. Development shall be consistent with the site plans or as modified by conditions of approval. Installation of any building; plumbing, electrical or mechanical equipment may require permits; call the City before you start work to inquire about permitting requirements.



Name: Alex Ponder

Title: Public Works Director

Date: 02/05/2024

REDWOOD HIGHWAY (U.S. 199)

1 SITE MASTER PLAN
SCALE: 1" = 30' (PLAT TO EX SHEET SIZE)



- OBJECT SUMMARY:**
1. DEVELOP 24 SPACES EACH WITH 20' x 30' AND 30' x 40' HOOPS (SPARK/WATER GRASS) SURFACE, POND TABLE, FIRE PIT & PARKING. INCLUDES 20' x 30' SPACES, 11' x 30' (11' x 30' THROUGH) AND 1' x 30' (11' x 30' THROUGH) SPACES AND HANDICAPPED ACCESSIBLE.
 2. FULL THROUGH GRASS STRIPS @ 10' ON THIS.
 3. TRAIL SPACES WITH PARKING TO COMBINATION RV + TENT ONE OF WHICH IS ACCESSIBLE.
 4. GRAVEL SURFACED WALKER ROADWAYS AT INITIAL PHASE.
 5. DISCONTINUOUS OFFICE BUILDING MONUMENT OF PRAIRIE SOIL IN JULY 1995.
 6. DISCONTINUOUS PARKING BUILDINGS.
 7. SECURE (GATED) AND TRASH/RECYCLING ENCLOSURES (QUANTITY 1).
 8. ONE PARK WASTE W/SP.
 9. ONE RV PIT.
 10. PROPOSED DETAILS 24 PARKING SPACES.
- FUTURE PHASES:**
1. IMPROVE EXISTING AND NEW ROADS WITHIN 3 YEARS OF INITIAL CERTIFICATE OF OCCUPANCY - ALL REMAINING IMPROVEMENTS WILL BE COMPLETED AT FUTURE PHASES.
 2. ADD TRAIL SPACES (24).
 3. ADD TRAIL SPACES.
 4. IMPROVEMENTS TO OFFICE BUILDINGS.
 5. IMPROVEMENTS TO OFFICE BUILDINGS.
 6. ADD TO EXISTING OFFICE BUILDINGS.
 7. ADD TRAIL W/ TRAIL FENCE.

- INITIAL INFRASTRUCTURE AND PHASING PLAN:**
- SITE MASTER PLAN SHOWS BOTH INITIAL AND FUTURE PHASES WITH PURPOSES OF DEVELOPMENT AND PHASING / INTEGRATION INTO LONG RANGE BUSINESS PLAN. PROJECT PHASING IS ANTICIPATED AS FOLLOWS:
- PHASE 1:**
1. INCLUDES ALL SITE WORK AND IMPROVEMENTS NECESSARY TO PLACE 11 RV SPACES INTO OPERATION, INCLUDING UNDERGROUND UTILITIES AND PIPES, GATED AND GARAGE ENCLOSURE, TRAIL SPACES, TRAIL OR MONUMENT SIGN AT ENTRY, PARK MODEL STORE, OFFICE-BUILDING, ONE RESTROOM/BATHROOM BUILDING, HANDICAPPED, TRASH TANKS AND FIRE PIT, ONE PARK AND WALKER PATH SYSTEM, PARK LIGHTING SYSTEM, TRAIL POLE.
 2. ASPHALT DRIVE ALONG RIMWAY WITHIN 3 YEARS OF INITIAL CERTIFICATE OF OCCUPANCY.
 3. ALL REMAINING TRAIL SPACES WILL BE IN PLACE AND TRAIL SPACES, OFFICE BUILDING, GATED AND GARAGE ENCLOSURE, TRASH TANKS, SIGN OFFICE/OFFICE BUILDING WITH OVERHEAD PARKING GARAGE, MAINTENANCE SHOP BUILDING, TRAIL W/ TRAIL FENCE.
- LEGEND:**
- 1. DOUBLE SIDED LT MONUMENT SIGN
 - 2. ASPHALT SURFACE ROADWAY
 - 3. GRAVEL SURFACE ROADWAY
 - 4. CONCRETE 12' x 18' HANDICAP
 - 5. FIRE PIT
 - 6. RV SANITARY DUMP
 - 7. RV PEDESTAL
 - 8. SITE LIGHT & SPACE ADDRESS / UNIT NUMBER
 - 9. ALLOWANCE FOR FUTURE METEOROLOGICAL CONNECTION TO ADJACENT PROPERTY
 - 10. WALKER PATH / GRAVEL SURFACE (5' WIDE)
 - 11. GARBAGE/RECYCLE DUMPSTER ENCLOSURE
 - 12. NOT USED
 - 13. PICKLE BALL
 - 14. OUTDOOR POOL AND 1401 TUB(S)
 - 15. STORE/OFFICE / CHECK IN 12' x 10' (FUTURE PHASE)
 - 16. SHOWER/LAUNDRY BUILDING (40' x 50')
 - 17. MAINTENANCE SHOP BUILDING (50' x 20') 1,500 SF
 - 18. PROPANE SALES (500 gallon tank) Install per RVU
 - 19. FENCED DOG PARK AREA
 - 20. TRAILS / GLAMOUR TENT (Future Phase)
 - 21. EV CHARGING STATION
 - 22. PROPANE TANK FOR BUILDING USE (CONCURRENT WITH PHASE)
 - 23. FUTURE PHASE
 - 24. PARK MODEL OFFICE / CHECK IN & STORE (APX 424 SF) TO SERVE AS OFFICE AND CHECK IN - STORE DURING INITIAL PHASE OF DEVELOPMENT WILL BE REMOVED AND REPLACEMENT WHEN STORE/OFFICE AND POOL ARE BUILT
 - 25. TRAIL THROUGH SPACES 1 OF 29 SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS
 - 26. BACK IN SPACE 1 OF 16 SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS
 - 27. TENT CAMPING SHADE
 - 28. TRAIL POLE
 - 29. PIPE LINE 12" WIDE STRIPPED AND MARKED WITH (3) HIGH-VISIBILITY REFLECTORS AT EACH END TWO PIPING LARGEST SIZE SHOULD ONLY BE PAINTED ON ASPHALT WITH 12" HIGH REFLECTORS EVERY 20'
 - 30. HANDICAPPED ACCESSIBLE SHADE
 - 31. TRAIL LIGHTING
 - 32. DELUXE SITE WITH PHOTO PRINTS (1 OF 1 SEE AFD DETAIL)
 - 33. BATHHOUSE TRAIL SPACES 2 ACCESSIBLE UNITS
 - 34. COMBINATION RV + TENT TRAIL
 - 35. PLAY STRUCTURE PER RVU
 - 36. TRAIL THROUGH SPACES 1 OF 29 SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS
 - 37. POND TABLE
 - 38. TRAIL TRAIL
 - 39. TRAIL SURFACE PAVING (GRAVEL SURFACE)
 - 40. RV SANITARY DUMP
 - 41. RV PEDESTAL
 - 42. TRAIL TRAIL W/ TRAIL ADDRESS / OFFICE BUILDING
 - 43. FIRE HANDICAP
 - 44. PHASE ONE ASPHALT (20' x 30')
 - 45. PHASE TWO ASPHALT (30' x 40')
 - 46. PHASE THREE ASPHALT (30' x 40')

KEYNOTES:

1. DOUBLE SIDED LT MONUMENT SIGN
2. ASPHALT SURFACE ROADWAY
3. GRAVEL SURFACE ROADWAY
4. CONCRETE 12' x 18' HANDICAP
5. FIRE PIT
6. RV SANITARY DUMP
7. RV PEDESTAL
8. SITE LIGHT & SPACE ADDRESS / UNIT NUMBER
9. ALLOWANCE FOR FUTURE METEOROLOGICAL CONNECTION TO ADJACENT PROPERTY
10. WALKER PATH / GRAVEL SURFACE (5' WIDE)
11. GARBAGE/RECYCLE DUMPSTER ENCLOSURE
12. NOT USED
13. PICKLE BALL
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15. STORE/OFFICE / CHECK IN 12' x 10' (FUTURE PHASE)
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19. FENCED DOG PARK AREA
20. TRAILS / GLAMOUR TENT (Future Phase)
21. EV CHARGING STATION
22. PROPANE TANK FOR BUILDING USE (CONCURRENT WITH PHASE)
23. FUTURE PHASE
24. PARK MODEL OFFICE / CHECK IN & STORE (APX 424 SF) TO SERVE AS OFFICE AND CHECK IN - STORE DURING INITIAL PHASE OF DEVELOPMENT WILL BE REMOVED AND REPLACEMENT WHEN STORE/OFFICE AND POOL ARE BUILT
25. TRAIL THROUGH SPACES 1 OF 29 SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS
26. BACK IN SPACE 1 OF 16 SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS
27. TENT CAMPING SHADE

LEGEND:

- 1. POND TABLE
- 2. TRAIL TRAIL
- 3. TRAIL SURFACE PAVING (GRAVEL SURFACE)
- 4. RV SANITARY DUMP
- 5. RV PEDESTAL
- 6. TRAIL TRAIL W/ TRAIL ADDRESS / OFFICE BUILDING
- 7. FIRE HANDICAP
- 8. PHASE ONE ASPHALT (20' x 30')
- 9. PHASE TWO ASPHALT (30' x 40')
- 10. PHASE THREE ASPHALT (30' x 40')



THIS DOCUMENT AND THE IDEAS AND DESIGN CONCEPTS HEREIN ARE THE PROPERTY OF P.A. PRINCE ARCHITECT, P.C. AND ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT WRITTEN AUTHORIZATION OF P.A. PRINCE ARCHITECT, P.C.

PROJECT NAME
CAVE JUNCTION RV PARK
25401 REDWOOD HIGHWAY
CAVE JUNCTION OREGON

REV	DATE	BY	CHKD	APP'D
1	07-20-11	JK	JK	JK
2	08-08-11	JK	JK	JK
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1 SITE MASTER PLAN
SCALE: 1" = 30' (PLOT TO C1 SHEET SIZE)



PROJECT SUMMARY:

- PHASE ONE:
 - 01. ASPHALT SURFACE ROADWAY
 - 02. ASPHALT SURFACE ROADWAY
 - 03. ASPHALT SURFACE ROADWAY
 - 04. ASPHALT SURFACE ROADWAY
 - 05. ASPHALT SURFACE ROADWAY
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 - 25. ASPHALT SURFACE ROADWAY

PHASE TWO:

- 26. SHOWER/LAUNDRY BUILDING (827 SF)
- 27. MAINTENANCE/SHOP BUILDING (30'x50') 1,500 SF
- 28. PROPANE SALES (500 gallon tank) Install per RVFD
- 29. FENCED DOG PARK AREA
- 30. YURTS / QUAQUOR TENIS (Future Phase)
- 31. EV CHARGING STATION
- 32. PROPANE TANK FOR BUILDING USE (CONCURRENT WITH PHASE)
- 33. FUTURE PHASE
- 34. PARK MODEL OFFICE / CHECK IN & STORE (APX 424 SF) TO SERVE AS OFFICE AND CHECK IN / STORE DURING INITIAL PHASE OF OPERATION WILL BE REMOVED AND RT-PURPOSED WHEN STORE/OFFICE AND POOL ARE BUILT
- 35. PULL THROUGH SPACE - 1 OF 29 SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS.
- 36. BACK IN SPACE, 1 OF 18. SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS.
- 37. TENT CAMPING SPACE

PHASE THREE:

- 38. ASPHALT SURFACE ROADWAY
- 39. ASPHALT SURFACE ROADWAY
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- 100. ASPHALT SURFACE ROADWAY

KEYNOTES:

- 1 DOUBLE SIDED LIT MONUMENT SIGN
- 2 ASPHALT SURFACE ROADWAY
- 3 GRAVEL SURFACE ROADWAY
- 4 CONCRETE SLAB HARDSCAPE
- 5 FIRE PIT
- 6 RV SANITARY DUMP
- 7 NV PLEDESTAL
- 8 SITE LIGHT & SPACE ADDRESS / UNIT NUMBER
- 9 ALLOWANCE FOR FUTURE VEHICULAR CONNECTION TO ADJACENT PROPERTY
- 10 WALKING PATH, GRAVEL SURFACE (5' WIDE)
- 11 GARBAGE/RECYCLE DUMPSTOR ENCLOSURE
- 12 Not Used
- 13 PICKLE BALL
- 14 OUTDOOR POOL AND HOT TUB(S)
- 15 STORE/OFFICE/CHECK-IN 1200 sq (FUTURE PHASE)

- 16 SHOWER/LAUNDRY BUILDING (827 SF)
- 17 MAINTENANCE/SHOP BUILDING (30'x50') 1,500 SF
- 18 PROPANE SALES (500 gallon tank) Install per RVFD
- 19 FENCED DOG PARK AREA
- 20 YURTS / QUAQUOR TENIS (Future Phase)
- 21 EV CHARGING STATION
- 22 PROPANE TANK FOR BUILDING USE (CONCURRENT WITH PHASE)
- 23 FUTURE PHASE
- 24 PARK MODEL OFFICE / CHECK IN & STORE (APX 424 SF) TO SERVE AS OFFICE AND CHECK IN / STORE DURING INITIAL PHASE OF OPERATION WILL BE REMOVED AND RT-PURPOSED WHEN STORE/OFFICE AND POOL ARE BUILT
- 25 PULL THROUGH SPACE, 1 OF 29 SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS.
- 26 BACK IN SPACE, 1 OF 18. SEE ENLARGED DETAIL DRAWING FOR DIMENSIONS AND DETAILS.
- 27 TENT CAMPING SPACE

- 28 FLAG POLE
- 29 FIRE LANE 12" WIDE STRIPED AND MARKED WITH 1.5" ROUNDABLE DULLINATIONS AT EACH END AND PAINTING (EMERGENCY VEHICLES ONLY) PAINTED ON ASPHALT WITH 12" HIGH LETTERS EVERY 24'
- 30 HANDICAPPED ACCESSIBLE SPACE
- 31 FIRE HYDRANT
- 32 DELUXE SITE WITH PATIO PAW PEN 1' OF 6, SEE SITE DETAIL
- 33 BATHHOUSE (200 SF 2 ACCESSIBLE UNITS)
- 34 COMBINATION RV + TENT SITE
- 35 PLAY STRUCTURE 11M KUA
- 36 PULL THROUGH SPACE - EXTENDED LENGTH 1 OF 10

- LEGEND:**
- PHONE TABLE
 - FIRE PIT
 - ▬ GRAVEL SURFACE (PATHWAY)
 - ▬ GRAVEL SURFACE
 - RV SANITARY DUMP
 - RV PLEDESTAL
 - ▬ SITE LIGHT & SPACE ADDRESS / UNIT NUMBER
 - ▶ FIRE HYDRANT
 - ▬ PHASE ONE ASPHALT (GRAY)
 - ▬ PHASE TWO ASPHALT (BLUE)
 - ▬ PHASE THREE ASPHALT (GREEN)

Executive Session – ORS 192.660 (2) (b,f,h) {As/If Required}

Comments:**a. General Information – City Recorder**

City Hall Closures this month include:

Monday, February 19 – Presidents Day

City Hall will be closed at 3:30pm on Thursday, February 29th for final month closing work.

I will be out of commission beginning January 22 for two weeks. So our next City Council Meeting will be held on Monday, March 18th, at 7:00pm here at the Council Chambers.

ADJOURNMENT